

Oneida County  
Joint Administration Committee and Solid Waste and Buildings & Grounds Committee Meeting Minutes  
Monday, February 11, 2013 9:00 a.m.  
Oneida County Courthouse, Committee Room #2  
1 S. Oneida Avenue  
Rhinelander, WI 54501

**Solid Waste/Buildings & Grounds Committee members present:** Billy Fried/Chairman, Paul Dean, Jack Martinson, Scott Holewinski, Gary Baier

**Administration Committee members present:** Dave Hintz/Chairman, Ted Cushing, Denny Thompson, Jerry Shidell, Sonny Paszak

**Oneida County staff present:** Freeman Bennett/Highway Commissioner, Thomas Wiensch/Assistant Corporation Counsel, Luann Brunette/Buildings & Grounds Director, Bruce Stefonek/Buildings & Grounds Assistant Facilities Director, Tyler Young/Sheriff's Department Sergeant and School Liaison, Brian Desmond/Corporation Counsel, Lynn Grube/Information Technology Services Director, Mary Bartelt/County Clerk, Margie Sorenson/Finance Director, Kristina Ostermann/Treasurer, Linda Conlon/Public Health Director, Mike Romportl/Land Information Director, Jenni Lueneburg/committee secretary

**Others present:** Gerry Van Harpen/Hodag Country Fest, Jack Sorensen/County Board Supervisor

**Solid Waste/Buildings & Grounds Committee**

**Call to order and Chairman's announcements:**

Chairman Fried called the meeting to order at 9:00 a.m. in accordance with the Wisconsin Open Meetings Law.

**Approve Agenda:**

Motion by Dean to approve today's agenda. 2<sup>nd</sup> by Martinson. All members present voting 'Aye'. Motion carried.

**Solid Waste – Municipal solid waste trucking numbers will be reviewed and possible action taken on transport and landfilling, including transport by county employees or outside contractors:**

Bennett provided hand out on cost estimates based on the different disposal bids and if the county did their own transportation of solid waste. Wiensch present to advise on subject; feels it would be best to reject current bids for disposal and issue an RFP (Request for Proposal) for both transportation and disposal as a combined package bid. Bennett finds our incidental rates are higher than the private, but our fuel and parts rates are lower. Bennett feels the best scenario price wise would be hauling to Lincoln County due to proximity. Discussion was held by the committee on what would be the most efficient way to proceed with gathering pricing. Wiensch states due to hauling not being a public work, they may not need to request bids but rather call hauling companies directly for prices. Bennett to contact companies for prices and Wiensch to clarify that department doesn't need to request bids for hauling. Motion by Fried for Corporation Counsel to work with Freeman Bennett to negotiate with private haulers with compacted trailers on pricing or put together an RFP based on requirements. 2<sup>nd</sup> by Martinson. All members present voting 'Aye'. Motion carried. Fried asks Bennett to make sure to contact all haulers so no one is left out of the process.

### **Solid Waste – Second Story**

Bennett reports being contacted by an auctioneer, asking if they could load up everything in Second Story and take to his facility to auction off. Discussion held on liability of selling second story products to public. Bennett reports that in regards to profits for the county, second story is a break even. Bennett and Wiensch to research liability issue further and discuss at next committee meeting.

### **Items for future agenda:**

Solid Waste hauling and disposal

Second Story – consideration of consignment contract and consideration of ending second story

*Brief recess; committees reconvened at 10:04 a.m. for joint meeting*

### **Joint Meeting with Administrative Committee and Solid Waste and Buildings & Grounds Committee**

### **Approve agenda:**

Motion by Paszak to approve today's agenda. 2<sup>nd</sup> by Cushing. All members present voting 'Aye'.  
Motion carried.

### **Closed Session (Buildings & Grounds)**

Motion by Martinson and 2<sup>nd</sup> by Fried for Solid Waste/Buildings & Grounds Committee to adjourn into closed session in pursuant to Section 19.85(1)(d), "considering strategy for crime detection or prevention". Topic: Courthouse security

Motion by Cushing and 2<sup>nd</sup> by Thompson for Administration Committee to adjourn into closed session in pursuant to Section 19.85(1)(d), "considering strategy for crime detection or prevention". Topic: Courthouse security

**Roll call:** Cushing, Hintz, Holewinski, Martinson, Baier, Thompson, Shidell, Fried, Paszak, Dean

**Staff present during closed session:** Luann Brunette/Buildings & Grounds, Bruce Stefonek/Buildings & Grounds, Brian Desmond/Corporation Counsel, Lynn Grube/ITS, Tyler Young/Sheriff's Department, Jenni Lueneburg/LRES

### **Return to open session:**

Motion by Holewinski and 2<sup>nd</sup> by Martinson for Solid Waste/Buildings & Grounds Committee to return to open session at 11:01 a.m. Motion by Shidell and 2<sup>nd</sup> by Thompson for Administration Committee to return to open session at 11:01 a.m. Roll call vote taken with all voting in the affirmative; motion carried.

The following motions were made in the above closed session and announced in open session:

Motion by Paszak and 2<sup>nd</sup> by Cushing to move forward on enhancing Courthouse security measures. Roll call vote taken with all voting in the affirmative; motion carried.

Motion by Martinson to adjourn the Solid Waste/Buildings & Grounds Committee meeting. 2<sup>nd</sup> by Holewinski. All members present voting 'Aye'. Motion carried. Adjourned at 11:08 a.m.

*Administration Committee continued with their agenda.*

**Approve minutes of January 10, 2013 committee meeting:**

Motion by Thompson to approve the minutes of the January 10, 2013 committee meeting. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**Waivers of insurance:**

**Health Department:** Conlon presented four waivers:

- Annual contract for University of Wisconsin-Green Bay students serving internships with the Oneida County Health Department.
- Contract with Department of Natural Resources for transient water testing.
- Tobacco prevention program contract that runs through June due to possible funding cuts.
- Contract between the Oneida County Health Department and NEWCAP (Northeastern Wisconsin Community Access Program) for reproductive health services.

Motion by Paszak to approve Health Department waiver of insurance contracts. 2<sup>nd</sup> by Thompson. All members present voting 'Aye'. Motion carried.

**Highway Department:** Bennett presents waiver for Department of Transportation regarding the traffic maintenance agreement for plywood based signs. Motion by Thompson to approve waiver of insurance for Department of Transportation. 2<sup>nd</sup> by Shidell. All members present voting 'Aye'. Motion carried.

Shidell voices concern that Department Heads are waiting too long at committee meetings to submit their waivers of insurance. Discussion held regarding whether staff members need to be present for waivers of insurance. Topic to be addressed on next agenda.

**Resolution for Denial of Claim: Peter Stephens:**

Desmond provided summary of claim. Desmond says County Mutual Insurance has reviewed this claim and states the claim should be formally denied. Brief discussion on claim process. Motion by Shidell to approve resolution to deny claim. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**Resolution approving contract for Community Development Block Grant Housing Consortium:**

Desmond provided contract for Oneida County to join the Community Development Block Grant Housing Consortium. Committee already previously made a motion at June 11, 2012 meeting to move forward with contract. Motion by Cushing to approve the resolution for the Community Development Block Grant Housing Consortium contract. 2<sup>nd</sup> by Paszak. Four ayes; one nay by Shidell. Motion carried.

**Out-of-state/out-of-county travel requests:**

Grube requests committee approval for one of her staff to attend a conference in Minnesota for the Law Enforcement software New World. The cost would be approximately \$200.00. Motion by Cushing to approve the out-of-state travel request for ITS employee to attend New World conference in Minnesota. 2<sup>nd</sup> by Thompson. All members present voting 'Aye'. Motion carried.

*Cushing excused from meeting.*

**Out-of-state/out-of-county travel requests (continued):**

Romportl also requests committee approval to attend New World Conference in Minnesota. Motion by Thompson to approve out-of-state travel request for Romportl to attend New World Conference in Minnesota. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**Vouchers, reports, purchase orders and line item transfers:**

**County Clerk:** Bartelt presented vouchers for County Clerk's office. Motion by Thompson to approve County Clerk's office vouchers as presented. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**Treasurer:**

- Ostermann presented vouchers for Treasurer's office. Brief discussion held on property taxes paid on delinquent properties. Motion by Hintz to approve the bills presented by Treasurer. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**-Statement of Cash Account** – Ostermann presented statement of Cash Account for January 2013. Motion by Paszak to receive cash report. 2<sup>nd</sup> by Thompson. All members present voting 'Aye'. Motion carried.

**Finance:**

-Motion by Thompson to approve finance bills. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**-Finance Department Long Term Goal Review** – Sorenson reports following goals:

1. Upgrade JDEdwards accounting system to accommodate future software support
2. Complete actuarial study of other post employment benefits
3. Go out on bids for central purchasing

Motion by Paszak to approve Finance Department Long Term Goals as presented. Second by Thompson. All members present voting 'Aye'. Motion carried.

**-Update Finance Director Job Description** – Sorenson provided additions to job description for her position. Motion by Thompson to approve updated Finance Director job description. 2<sup>nd</sup> by Shidell. All members present voting 'Aye'. Motion carried.

**-General Investments report:** Sorenson presented General Investments report. County earned \$2.77 of interest on a balance of \$8.5 million. Motion by Thompson to receive the General Investments report. 2<sup>nd</sup> by Shidell. All members present voting 'Aye'. Motion carried.

**-Resolution for line item transfers:** Sorenson provided information and discussed line item transfers. Discussion held. Motion by Thompson to approve resolution for 2012 and 2013 line item transfers. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**Information Technology Services:**

-Grube provided ITS vouchers. Discussed Sheriff's Department software technical support bill. Motion by Thompson to approve vouchers as presented. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**-Community Links on the web** – Grube was contacted by newspaper about offering community links on the Oneida County website and then vice versa with links to Oneida County's website. This won't cost the county any additional money. Committee is agreeable to this idea.

**Vouchers, reports, purchase orders and line item transfers (continued):**

**Information Technology Services (continued):**

**-Downtime for web mapping** – Grube reports ITS has now lost another server which is the fourth server they have lost in the last eight months. Many of the ITS servers are aged (five years or older). Currently, each server has the ability to be dedicated to one application with a total of 52 applications running. Grube would like to look into additional virtualization, which carves up a server in order to run several applications from one host box at a time. Some virtualization was done in 2010 through 2012, reducing servers to 34 with 9 being host boxes. In 2013, Grube would like to reduce to 29 servers in which 10 will be host boxes. Grube states she will use ITS budgeted money for the purchase of this additional host box. Grube provided handout of plan. Motion by Hintz to approve Grube's plan. 2<sup>nd</sup> by Paszak. All members present voting 'Aye'. Motion carried.

**-Citrix VDI in a box project** – Grube presented information on Citrix VDI in a box project, including pricing information. Grube states this system will bring time and cost savings to her department if implemented. Brief discussion and explanation of project. Motion by Hintz to proceed with presenting Citrix VDI in a box project to the County Board. 2<sup>nd</sup> by Shidell. All members present voting 'Aye'. Motion carried. Shidell asks that Grube quantify costs savings of project for presentation to the county board.

**Economic Impact of Country Fest:**

Gerry VanHarpen reports the Rhinelander Chamber of Commerce has projected that during the main four days of Hodag Country Fest, each overnight visitor spends an average of \$180.00 per day in the area. This projection doesn't include the \$110.00 per person paid for the weekend ticket. The gates open the Saturday before the weekend of Hodag Fest. There are approximately 20,000 people that attend Hodag Fest over the four day event in which 6,000 – 7,000 people stay for the entire nine days the Hodag Fest grounds are open.

**Large assembly fee:**

Shidell looking to possibly recoup some of the security costs the county pays during the Hodag Country Festival. Shidell states he's done research on what other areas of the state do in regards to large assembly fees and finds that some areas have local ordinances on required amounts of security per number of attendees at an event as well as fees to cover costs government incurs to provide security for these events. At the Hodag Country Festival, Young reports the Sheriff's Department only deals with people violating county ordinances and Per Mar security is there to deal with all other security issues. Wiensch reported on some past court rulings regarding large assembly fees. Wiensch says courts seem to feel that putting large assembly fees in place restricts people from meeting in public as a big group. Courts have ruled it's unconstitutional to charge a different fee based on different kinds of groups or the nature of the event. Overall, the law is relatively unclear about charging for policing in big events and information found is based on court rulings. Wiensch wouldn't recommend charging based on amount of officers sent to event but recommends if the county would choose to charge, they should charge based on the number of people at the event. Further discussion held.

**Mail processing contract:**

Desmond states he got mail processing contract. Contract was sent to insurance company for review and will need additional insurance language. Corporation Counsel will also be addressing some liability language they are not agreeable with in the contract. Desmond states in Corporation Counsel office,

**Mail processing contract (continued):**

they do quite a few affidavits of mailings and motions which have time noticing requirements. Desmond asks that this agenda item be tabled until the next committee meeting so he can discuss contract with other departments to see if they have requirements as well on mailings. Desmond also states he has put some questions on LISTSERV regarding these issues to see how other counties are handling these issues. Hintz agrees to put this item on next agenda.

**Annual budget process:**

Hintz states he would like to get committees and department heads to scrutinize the budget process further to make process more efficient. To be looked into and discussed at future meeting.

**Updates:**

**Safety program – status of ambulance accident:** To be addressed on next agenda

**Technology Committee:** Hintz provided an update on the Oneida County Technology Committee. Committee is currently focusing on surveying the towns on their progress with broadband, provide training to the County Board on technology, broadband and cell coverage and coming up with specific recommendations on how technology can be implemented in the Northwoods.

**WCA Legislative Session:** Hintz reports attending the WCA Legislative Session with several others. There was a big focus on the state and federal budgets.

**Efficiency Team report:**

**Non-time sensitive materials –** To be addressed on next agenda

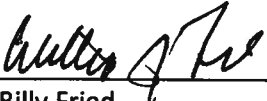
**Public comment/communications:** None


**Items to be included on next agenda:**

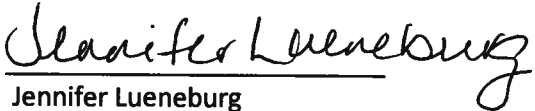
- Consent agenda for waivers of insurance
- Mail processing contract
- Bank presentation by BMO Harris Bank
- Length of meetings
- Safety program – status of ambulance accident
- Efficiency Team report – Non-time sensitive materials
- Department head attendance at meetings

**The next Administration Committee meeting will be held on March 4, 2013 at 10:00 a.m.**

**Adjournment:** Motion by Paszak to adjourn meeting. 2<sup>nd</sup> by Hintz. All members present voting 'Aye'. Motion carried. Adjourned at 1:31 p.m.

  
Billy Fried  
Solid Waste/Buildings &  
Grounds Committee Chairman

  
Dave Hintz  
Administration Committee  
Chairman

  
Jennifer Lueneburg  
Committee Secretary